

The Presidio Trust

Charter of the Presidio Institute Advisory Council

- 1. Committee's Official Designation (Title).** The name of the council is The Presidio Institute Advisory Council ("Council").
- 2. Authority.** This charter renews the Council under agency authority in accordance with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App. 2. The Chief Executive Officer of the Presidio Trust ("CEO"), in consultation with the Chair of the Board of Directors, has determined that the Council is in the public interest and supports the Presidio Trust in performing its duties and responsibilities under the Presidio Trust Act, 16 U.S.C. §460bb appendix.
- 3. Objectives and Scope of Activities.** The purpose of the Council is to provide the CEO with recommendations related to the redevelopment of the historic Fort Scott campus in the Presidio of San Francisco. The Council is charged with assisting the Presidio Trust in repurposing the iconic Fort Scott district as a place that builds upon the Presidio's 200-year legacy of service. Specifically, the Council advises on the establishment of a new national center, the Presidio Institute ("Institute") focused on service and leadership development.
- 4. Description of Duties.** The functions of the Council are advisory only. The Council provides advice, information and recommendations to the CEO on matters related to the Institute, with an emphasis on the following:
 - a) Assessing the role and key opportunities of an institute dedicated to service and leadership at Fort Scott in the Presidio of San Francisco;
 - b) Providing recommendations related to the Institute's programmatic goals, target audiences, content, implementation and evaluation;
 - c) Providing guidance on a phased development approach that leverages a combination of funding sources including philanthropy; and
 - d) Making recommendations on how to structure the Institute's business model to best achieve the Institute's mission and ensure long-term financial self-sufficiency.
- 5. Agency or Official to Whom the Council Reports.** The Council reports its recommendations, analysis, and information directly to the CEO.
- 6. Support.** The Presidio Trust is responsible for providing administrative services and support to the Council to the extent permissible by law and subject to the availability of resources.
- 7. Estimated Annual Operating Costs and Staff Years.** The estimated annual cost of operating the Council is \$150,000 per year. These expenses include an estimated \$75,000 in staff time totaling approximately .5 FTE per year to prepare Federal Register notices, draft meeting agendas and minutes, attend and facilitate meetings, and otherwise manage the administrative needs of the Council. The estimated cost of materials, per diem and travel expenses for Council members totals approximately \$75,000 annually.

- 8. Designated Federal Officer.** The Presidio Trust's Presidio Institute Advisory Council Manager shall be appointed as the Designated Federal Officer ("DFO") of the Council. The DFO will approve or call all of the Council's and subcommittees' meetings, prepare and approve all meeting agendas, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the CEO.
- 9. Estimated Number and Frequency of Meetings.** The frequency of meetings is determined by the Council Chairperson(s), with the approval of the DFO, and will occur approximately every four months.
- 10. Duration.** The Council will exist for a period of two years, unless earlier renewed.
- 11. Termination.** The Council will terminate two years from the filing date of this charter, unless earlier renewed.
- 12. Membership and Designation.** The Council shall consist of up to 20 members with a demonstrated interest in advancing service, to community and country, and/or expertise in building the capacity of organizations to tackle society's most pressing challenges through innovative approaches, including cross-sector collaboration. The members' diverse views will help to ensure that the Institute effectively responds to the needs of its identified target audiences by offering leadership trainings, research and opportunities to convene.

Members are selected with regard to the Council's collective representation of public, for-profit, non-profit and academic perspectives. Council members may include regular government employees, special government employees and representatives.

The CEO is responsible for appointing members to the Council and may designate one or more members to serve as Chairperson(s).

Members serve for a term of two years without compensation, but may receive reimbursement for transportation expenses, including per diem in lieu of subsistence, to the extent permissible by law and subject to the availability of resources.

- 13. Subcommittees.** The CEO has the authority to create subcommittees to bring in additional expertise. Such subcommittees will report to the Council and will not provide advice directly to the Presidio Trust.
- 14. Recordkeeping.** The records of the Council, as well as any formally and informally established subcommittees, shall be handled in accordance with the General Records Schedule 26, Item 2. These records shall be available for public inspection and copying, subject to applicable exemptions of the Freedom of Information Act, 5 U.S.C. §552.
- 15. Filing Date.** This charter of the Council is filed with the appropriate committees of Congress, the General Services Administration, and the Library of Congress as of 9/9/16 .